



**STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM)  
INVITATION FOR BID**

**IFB NO. B1E05111**  
**TITLE: Tent Rental, Missouri State Fair**  
**ISSUE DATE: 11/15/04**

**REQ: NR 350 53610000001**  
**BUYER: Liz Palazzolo**  
**PHONE NO.: (573) 751-4885**  
**E-MAIL: liz.palazzolo@oa.mo.gov**

**RETURN BID NO LATER THAN: 12/06/04 AT 2:00 PM**

**MAILING INSTRUCTIONS:** Print or type **IFB Number** and **Return Due Date** on the lower left hand corner of the envelope or package. Bids must be in DPMM office (301 W High St, Rm 630) by the return date and time.

**RETURN BID TO: DPMM or DPMM**  
**P O BOX 809 301 WEST HIGH ST, RM 630**  
**JEFFERSON CITY MO 65102-0809 JEFFERSON CITY MO 65101**

**CONTRACT PERIOD: Date of Award through December 31, 2005**

**DELIVER SUPPLIES/SERVICES FOB DESTINATION TO THE FOLLOWING ADDRESS:**

**Department of Agriculture  
State Fair  
2503 W 16<sup>th</sup> Street  
Sedalia, MO 65301**

The bidder hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Invitation for Bid (Revised 08/28/04). The bidder further agrees that the language of this IFB shall govern in the event of a conflict with his/her bid. The bidder further agrees that upon receipt of an authorized purchase order from the Division of Purchasing and Materials Management or when this IFB is countersigned by an authorized official of the State of Missouri, a binding contract shall exist between the bidder and the State of Missouri.

**SIGNATURE REQUIRED**

AUTHORIZED SIGNATURE		DATE
PRINTED NAME		TITLE
COMPANY NAME		
MAILING ADDRESS		
CITY, STATE, ZIP		
FEDERAL EMPLOYER ID NO.		SOCIAL SECURITY NO. IF FEDERAL EMPLOYER ID NO. NOT APPLICABLE.
PHONE NO.	FAX NO.	E-MAIL ADDRESS

**NOTICE OF AWARD (STATE USE ONLY)**

ACCEPTED BY STATE OF MISSOURI AS FOLLOWS:		
CONTRACT NO.	VENDOR NO.	CONTRACT PERIOD
BUYER	DATE	DIRECTOR

## 1. INTRODUCTION

### 1.1 Purpose:

- 1.1.1 This document constitutes an invitation for sealed bids from prospective bidders for the rental of tents/sidewalls for the Missouri State Fair for the Department of Agriculture in Sedalia, Missouri, (hereinafter may be referred to as the “state agency” in accordance with the requirements and provisions stated herein.

### 1.2 Public Record Search and Retrieval System:

- 1.2.1 Both the current contract C101239001 and the previous procurement documentation B1E01239 may be viewed and printed from the Division of Purchasing & Materials Management's **Public Record Search and Retrieval System** located on the Internet at [www.oa.mo.gov/purch/purch.htm](http://www.oa.mo.gov/purch/purch.htm).

### 1.3 Background:

- 1.3.1 The 2005 Missouri State Fair shall be held August 11-21, 2005 in Sedalia, Missouri. Subsequent years' Missouri State Fair dates will be provided to the contractor during the first quarter of each year of the contract.
- 1.3.2 The state agency anticipates renting the tents specified herein in Line Items #001 – 026 for the full length of the fair.
- 1.3.3 The state agency anticipates renting the tents specified herein in Line Items #027 – 030 for 2 week periods.
- 1.3.4 The state agency anticipates renting the tents specified herein in Line Items # 031 – 079 as daily rentals only during various days of the fair. The State of Missouri cannot guarantee the rental of these tents.

### 1.4 Quantity of Tents:

- 1.4.1 Listed below are the tents rented during the 2004 Missouri State Fair. This list is an estimate of the usage for the 2005 Missouri State Fair. The State of Missouri does not guarantee quantities (See paragraph 2.13.1 herein). A list of all tents required for the 2005 Missouri State Fair will be furnished to the contractor by the state agency by August 1, 2005.

#### Tents used at 2004 Missouri State Fair:

<u>Location</u>	<u>Size</u>	<u>Approximate Ready Date</u>
Missouri State Fair Arena	20' x 40'	1 Day Before Fair Opens
Side Wall – Missouri State Fair Arena	8' x 400'	1 Day Before Fair Opens
Hay Contest	40' x 60'	3 Days Before Fair Opens
Horseshoe Pits	14' x 14'	1 Day Before Fair Opens
Farrier	20' x 30'	
Dodge	40' x 60'	
WDAF	12' x 14'	
Backstage	20' x 30'	
Grandstand (three each)	10' x 10'	
Touchstone Stage	60' x 150'	6 Days Before Fair Opens
Boulevard	60' x 120'	9 Days Before Fair Opens
Sheep Barn Sidewall	8' x 90'	2 Days Before Fair Opens
Sheep Barn Sidewall	10' x 160'	2 Days Before Fair Opens

Grandstand/Track Sidewall	8' x 800'	1 Day Before Fair Opens
Grandstand/Track Sidewall	8' x 1600'	1 Day Before Fair Opens
VIP/Hospitality	40' x 80'	7 Days Before Fair Opens
Antique Tractor	20' x 20'	3 Days Before Fair Opens
Pig Races	40' x 80'	5 Days Before Fair Opens
Director's Tent	100' x 180'	6 Days Before Fair Opens
Horses/North of Youth Building	60' x 150'	7 Days Before Fair Opens
Horses/West of Barns	60' x 240'	7 Days Before Fair Opens
Mobility	20' x 30'	2 Days Before Fair Opens

Since the fair has horse shows for 2 weeks prior and 2 weeks after the fair, the State of Missouri shall have the option to have the Horses/North of Youth Building tent and the Horses/West of Barns tent erected for these shows. Depending upon the number of entries into the shows, one or both of these tents may be used for the pre-fair and post-fair shows.

- 1.4.2 The Missouri State Fair will furnish a listing of the concessionaires upon the contractor's request. The concessionaires may bring their own tents; otherwise, the concessionaires are obligated to rent them from the contractor. The contractor shall understand and agree that the State of Missouri bears no financial responsibility for any payments due to the contractor by the concessionaires.

## **2. CONTRACTUAL REQUIREMENTS**

### **2.1 Contract:**

- 2.1.1 A binding contract shall consist of: (1) the IFB and any amendments thereto, (2) the contractor's response (bid) to the IFB, (3) clarification of the bid, if any, and (4) the Division of Purchasing and Materials Management's acceptance of the bid by "notice of award" or by "purchase order". All Exhibits and Attachments included in the IFB shall be incorporated into the contract by reference.

- a. The notice of award does not constitute a directive to proceed. Before providing equipment, supplies and/or services, the contractor must receive a properly authorized purchase order.
- b. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein.
- c. Any change to the contract, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the contractor and the Division of Purchasing and Materials Management or by a modified purchase order prior to the effective date of such modification. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence from the state agency, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification to the contract.

### **2.2 Contract Period:**

- 2.2.1 The original contract period shall be as stated in the Invitation for Bid (IFB). The contract shall not bind, nor purport to bind, the state for any contractual commitment in excess of the original contract period. The Division of Purchasing and Materials Management shall have the right, at its sole option, to renew the contract for four (4) additional one-year periods, or any portion thereof. In the event the Division of Purchasing and Materials Management exercises such right, all terms and conditions, requirements and specifications of the contract shall remain the same and apply during the renewal period, pursuant to applicable option clauses of this document.

**2.3 Renewal Periods:**

- 2.3.1 If the option for renewal is exercised by the Division of Purchasing and Materials Management, the contractor shall agree that the prices for the renewal period shall not exceed the maximum percent of increase for the applicable renewal period stated on the Pricing Page of the contract.
- 2.3.2 If renewal percentages are not provided, then prices during renewal periods shall be the same as during the original contract period.
- 2.3.3 The Division of Purchasing and Materials Management does not automatically exercise its option for renewal based upon the maximum percent of increase and reserves the right to offer or to request renewal of the contract at a price less than the maximum percent of increase stated.

**2.4 Price:**

- 2.4.1 All prices shall be as indicated on the Pricing Page. The state shall not pay nor be liable for any other additional costs including but not limited to taxes, shipping charges, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc.
- 2.4.2 Prices quoted on the Pricing Pages shall be firm and fixed for the duration of the Fair and for the applicable contract period.
- 2.4.3 Placement of rented items must occur prior to the first day of the Fair, as state herein, upon request of the state agency. The contractor shall not bill for these days. However, consideration of placing items prior to the start of the Fair may be taken into account in the prices quoted.
- 2.4.4 If an item is not used for the entire duration of time, then the rental price shall be prorated down for every day the item is not used during the Fair period.
- 2.4.5 The contractor's prices must be the lowest offered to any governmental or commercial consumer, under the same terms and conditions.

**2.5 Liabilities:**

- 2.5.1 The contractor shall agree that the State of Missouri shall not be responsible for any liability incurred by the contractor or the contractor's employees arising out of the ownership, selection, possession, leasing, rental, operation, control, use, maintenance, delivery, return, and/or installation of equipment provided by the contractor, except as otherwise provided in the contract.

**2.6 Contractor Liability:**

- 2.6.1 The contractor shall be responsible for any and all personal injury (including death) or property damage as a result of the contractor's negligence involving any equipment or service provided under the terms and conditions, requirements and specifications of the contract. In addition, the contractor assumes the obligation to save the State of Missouri, including its agencies, employees, and assignees, from every expense, liability, or payment arising out of such negligent act. The contractor also agrees to hold the State of Missouri, including its agencies, employees, and assignees, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the contractor under the terms of the contract.
- 2.6.2 The contractor shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by the State of Missouri, including its agencies, employees, and assignees.
- 2.6.3 Under no circumstances shall the contractor be liable for any of the following: (1) third party claims against the state for losses or damages (other than those listed above); (2) loss of, or

damage to, the state's records or data; or (3) economic consequential damages (including lost profits or savings) or incidental damages, even if the contractor is informed of their possibility.

## **2.7 Title:**

- 2.7.1 Title to any rental equipment required by the contract shall be held by and vested in the contractor. The State of Missouri shall not be liable in the event of loss, incident, destruction, theft, damage, etc., for the leased equipment including, but not limited to, devices, wires, software, technical literature, etc. It shall be the contractor's sole responsibility to obtain insurance coverage for such loss in an amount that the contractor deems appropriate.

## **2.8 Termination:**

- 2.8.1 The Division of Purchasing and Materials Management reserves the right to terminate the contract at any time, for the convenience of the State of Missouri, without penalty or recourse, by giving written notice to the contractor at least thirty (30) calendar days prior to the effective date of such termination. The contractor shall be entitled to receive just and equitable compensation for services and/or supplies delivered to and accepted by the State of Missouri pursuant to the contract prior to the effective date of termination.

## **2.9 Performance Security Deposit:**

- 2.9.1 The contractor must furnish a performance security deposit in the form of an original bond issued by a surety company authorized to do business in the State of Missouri (no copy or facsimile is acceptable), check, cash, bank draft, or irrevocable letter of credit to the Office of Administration, Division of Purchasing and Materials Management within thirty (30) days after award of the contract and prior to performance of service under the contract or any installation of equipment. The performance security deposit must be made payable to the State of Missouri in an amount equal to the total contract price for the identified contract period. The contract number and contract period must be specified on the performance security deposit. In the event the Division of Purchasing and Materials Management exercises an option to renew the contract for an additional period, the contractor shall maintain the validity and enforcement of the security deposit for the said period, pursuant to the provisions of this paragraph, in an amount stipulated at the time of contract renewal, not to exceed the total contract price for the option period.

## **2.10 Insurance Certificate:**

- 2.10.1 The contractor shall furnish certificate(s) of insurance to the Business Office of the Missouri State Fair prior to performing any work under this contract, certifying that the following minimum coverages and limits of liability are in force for the duration of this contract. The certificate(s) shall contain a thirty (30) day advance written notice to the Business Office regarding any alteration, addition, cancellation or suspension of the certified coverages.

<u>Coverages</u>	<u>Limits of Liability</u>
Workmen's Compensation Employer's liability	Statutory – Coverage A – Missouri \$2,000,000.00
Owned, hired, non-owned automobile	\$2,000,000.00 ea. Person/Bodily Injury
Liability – Comprehensive	\$2,000,000.00 ea. Occur/Bodily Injury \$2,000,000.00 ea. Occur/Property Damage
General Liability - Comprehensive	
M & C – Olt	\$2,000,000.00 B.I./P.D.
Independent Contractor	\$2,000,000.00 B.I./P.D.
Products/Completed Operation	\$2,000,000.00 B.I./P.D.

Contractual – Specific Coverage this contract	\$2,000,000.00 B.I./P.D.
Broad Form P.D. X-C-U	\$2,000,000.00 B.I./P.D.
Personal Injury (Hazard Groups ABC)	\$2,000,000.00 B.I./P.D.
Umbrella Liability	\$2,000,000.00 B.I. – Limit of Liability

## **2.11 Fire Certificate:**

- 2.11.1 A fire certificate for the tents must be submitted to the Business Office of the Missouri State Fair by August 1, 2005.

## **2.12 Coordination:**

- 2.12.1 The contractor shall fully coordinate all contract activities with those activities of the state agency. As the work of the contractor progresses, advice and information on matters covered by the contract shall be made available by the contractor to the state agency or the Division of Purchasing and Materials Management throughout the effective period of the contract.

## **2.13 Estimated Quantities:**

- 2.13.1 The quantities indicated in this Invitation for Bid are estimates that pertain to the total aggregate quantities that may be ordered throughout the stated contract period. The estimates do not indicate single order amounts unless otherwise stated. The State of Missouri makes no guarantees about single order quantities or total aggregate order quantities.

## **2.14 Payment Terms:**

- 2.14.1 All payment terms shall be as stated in the Terms and Conditions of the contract (see paragraph 10, "Invoicing and Payment") unless otherwise addressed in the IFB, or mutually agreed to by the state and the contractor. Payment terms should be net 30 days unless otherwise stated in the IFB. No late charges shall be applied which are not in compliance with Chapter 34.055 RSMo. This statute may be found at <http://www.moga.state.mo.us/STATUTES/STATUTES.HTM>.
- 2.14.2 The contractor shall understand and agree the state reserves the right to make contract payments to the contractor through electronic funds transfer (EFT). Therefore, prior to any payments becoming due under the contract, the contractor must return a completed state Vendor ACH/EFT Application which is downloadable from the following website: <http://www.oa.mo.gov/purch/vendorinfo/vendorach.pdf>. Each contractor invoice must contain a unique invoice number. The invoice number will be listed on the state's EFT addendum record to enable the contractor to properly apply state payments to invoices. The contractor must comply with all other invoicing requirements stated in the IFB.

## **3. SPECIFIC CONTRACTUAL REQUIREMENTS:**

### **3.1 Tents:**

- 3.1.1 All tents provided must be bright, clean, and ready for use and have matching or coordinating sidewalls unless otherwise specified. All tents provided should be striped and must be in a condition to sufficiently protect the interior from rain. The tents must cover the lot sizes indicated for these line items. All tents provided are subject to acceptance by the Missouri State Fair. Tents with permanently attached sidewalls shall not be accepted. Patched tents may be provided only upon prior approval of the Missouri State Fair staff. Any item determined substandard by the State Fair Director shall be replaced by the contractor at no additional cost.

- 3.1.2 The contractor shall provide all of the tents required by the Missouri State Fair and the concessionaires of the Fair at their request. The contractor shall contact the concessionaires to determine the size and quantity of tents needed. The contractor must also bring extra tents in various sizes to accommodate late orders.
- 3.1.3 All tents required in the machinery area and the concession tents must be erected by the contractor by Monday (August 8, 2005) 3 days prior to the start of the Fair. The remaining tents must be erected by the contractor as directed by the Missouri State Fair staff in the August 1, 2005 firm tent list. The contractor must attach the sidewalls to each tent immediately after each tent is erected unless directed otherwise by the Missouri State Fair staff. The contractor will be notified if specific dates for erecting tents for subsequent Fairs.
- 3.1.4 If the contractor cannot provide a particular tent size requested by the Missouri State Fair, then the contractor must provide the next larger tent size at no additional cost to the Missouri State Fair. If the larger size tent will not fit the location, the Missouri State Fair may rent a tent from another source.
- 3.1.5 The contractor shall be required to install and maintain all items covered by the contract. Any installation and/or maintenance required during the Fair must be accomplished in such a manner as to minimize disruption to exhibitors, concessionaires and/or people attending the Fair.
- 3.1.6 Once the Fair has been completed, it shall be the contractor's responsibility to remove all furnished items within five (5) working days.

### **3.2 Concessionaire Rentals:**

- 3.2.1 The contractor shall understand and agree that participation by a concessionaire is discretionary on the part of that concessionaire, and the State of Missouri bears no financial responsibility for any payments due the contractor by any concessionaire.
- 3.2.2 The contractor understands and agrees that any billing problems shall be handled between the concessionaire and the contractor. The State of Missouri shall not intervene in contractor/concessionaire relationships involving the contracted rental of goods and services.

### **3.3 Supervisors/Employees:**

- 3.3.1 The contractor shall provide and assign a minimum of one (1) qualified supervisor and two (2) additional employees with the proper equipment to care for the tents during the Missouri State Fair. The supervisor(s) and employees must keep the tents in good condition (acceptable to the Missouri State Fair Director). The supervisor(s) and employees must remain on the fairgrounds at all times during the Missouri State Fair and must be available on a round-the-clock basis to the concession and maintenance departments and the director's office.
- 3.3.2 The contractor shall be responsible for the admission, parking, and camping fees for all personnel and equipment involved in providing the tents for the Missouri State Fair.

## **4. SPECIAL INSTRUCTIONS TO BIDDERS**

### **4.1 Contact:**

- 4.1.1 Any and all communication from bidders regarding specifications, requirements, competitive bid process, etc. related to the bid document must be referred to the Buyer of Record identified on the first page of this document. Such communication should be received at least ten calendar days prior to the official bid opening date.

**4.2 Open Competition:**

- 4.2.1 Any manufacturer's name, trade names, brand names, information and/or catalog numbers listed in a specification and/or requirement are for informational purposes only and are not intended to limit competition.
- 4.2.2 The bidder may offer any brand of product that meets or exceeds the specifications. In addition to identifying the manufacturer's name and model number, the bidder must explain in detail how their product meets or exceed the specifications. Bids, which do not comply with the requirement and the specifications, are subject to rejection without clarification.

**4.3 Bid Bond Required:**

- 4.3.1 A bid bond in the amount of \$50,000.00 is required and must be submitted with the bid.

**4.4 Electronic Bids:**

- 4.4.1 If the bidder is responding electronically through the On-line Bidding website, the bidder should submit completed exhibits, forms, and other information concerning the bid as an attachment to the electronic bid. Specific instructions for submitting electronic attachments are included in the On-line Bidding website. Be sure to include the bid number, company name, and a contact name on any attachments submitted with the electronic bid. Bidders submitting electronic and hard copy bid responses which are not identical should explain which response(s) is(are) valid for the state's consideration. In the absence of such explanation, the state reserves the right to evaluate the response which serves its best interest. The On-line Bidding website can be found at <https://www.moolb.mo.gov>.
- 4.4.2 The exhibits and forms provided herein can be saved into a word processing document of the bidder's own creation, completed by the bidder, and then attached to the electronic submission. Other requested or required information should be attached to the electronic bid in whatever format the bidder desires.
- 4.4.3 Specifically the bidder should submit the following with the electronic bid as an attachment: brand, model, warranty period, renewal pricing, domestic products status, and product information.
- 4.4.4 Exhibits, forms and other information may also be submitted through mail or courier service. However, any such submission should be received prior to the specified closing date and time.

**4.5 American Made:**

- 4.5.1 In accordance with the Domestic Product Procurement Act (hereinafter referred to as the Buy American Act) RSMo 34.350-34.359, the bidder is advised that any goods purchased or leased by any public agency shall be manufactured or produced in the United States.
- 4.5.2 The requirements of the Buy American Act shall not apply if other exceptions to the Buy American mandate in RSMo 34.353 are met.
- 4.5.3 If the bidder claims there is only one line of the good manufactured or produced in the United States, RSMo 34.353 (2), or that one of the exceptions of RSMo 34.353 (3) applies, the Executive Head of the Agency bears the burden of certification as required prior to the award of a contract.
- 4.5.4 In accordance with the Buy American Act, the bidder must provide proof of compliance with RSMo 34.353. Therefore the bidder should complete and return Exhibit B, certification regarding proof of compliance, with the bid. This document must be satisfactorily completed prior to an award of a contract.



- 4.5.5 If any products and/or services offered under this IFB are being manufactured or performed in locations outside the United States, the bidder MUST disclose such fact and provide details with the bid.

#### **4.6 Evaluation:**

- 4.6.1 After determining that a bid satisfies the mandatory requirements, the evaluator(s) shall use both objective and subjective judgment in conducting a comparative assessment of the bids in accordance with the evaluation criteria stated below:

Cost.....50 points

The total cost of line items 001 through 033 will be evaluated and weighted 95%.

The total cost of line items 034 through 079 will be evaluated and weighted 5%.

The 50 cost points available to the lowest priced responsive bidder will be determined using a composite of the two weighted cost components. The lowest weighted total will receive 50 points and all competitors' points will be prorated based on this weighted total.

Product Quality, Selection & Installation .....30 points

Contractor Experience, Reliability & Staffing.....20 points

#### **4.7 All or None:**

- 4.7.1 The bidder must submit a price for each line item on the pricing page of the IFB.

#### **4.8 Bidder's Response to Evaluative Criteria:**

- 4.8.1 Cost: All prices are effective for the entire duration of the eleven days of the State Fair, except for the pre and post horse show tents which are daily rate items, as specified herein.
- a. Firm, Fixed Pricing: The bidder must submit a firm, fixed rental price for the supplies specified on the Pricing Page of this IFB, or electronically if the bidder is submitting an electronic bid. The firm, fixed rental price must include all shipping, handling and installation charges. The rental price stated must be for the entire Fair period with the following exceptions: line items 027, 028, 029, and 030 shall state the price per day for the rental of these tents for the pre and post horse shows.
  - b. Renewal Option: The bidder must complete the renewal option percentage pricing on the Pricing Page for price changes applicable to the renewal periods.
  - c. Evaluation/Award: The evaluation shall cover the original contract period plus renewal periods. The cost evaluation shall include all mandatory requirements. The State of Missouri reserves the right to evaluate any optional items, if deemed necessary. The State of Missouri reserves the right to make an award on an all or none basis. Therefore the bidder must submit a price for each line item on the pricing page of the IFB.
  - d. Unit of Measure: If the unit of measure specified on the attached pricing pages is different than the manner in which the bidder offers that item, then the unit of measure being proposed by the bidder must be clearly identified on the pricing page. In the cost evaluation, a unit price conversion will be done to fairly evaluate bid prices. However, for any resulting contract, the unit of measure bid will be the unit of measure awarded. Bidders are encouraged to contact the Buyer prior to submission of their bid to discuss anticipated unit modifications. The bidder is cautioned that the State of Missouri reserves the right to clarify the unit of measure modification or to disqualify the bid for that line

item if the unit of measure modification is not deemed appropriate or in the best interests of the State of Missouri.

#### **4.9 Product Quality, Selection and Installation:**

- 4.9.1 A subjective evaluation of tent type, size and condition (i.e. age of the tents) will be conducted in this portion of the evaluation. It is the bidder's responsibility to provide relevant information which will inform evaluators about product quality and selection. Product name and pictures and/or statements about the condition of the product such as age are some relevant features to provide and describe.
- 4.9.2 Description of Products and Services: The bidder should present a detailed description of all products and services proposed in the response to this Invitation for Bid. It is the bidder's responsibility to make sure all products proposed are adequately described. It should not be assumed that the evaluator has specific knowledge of the products proposed; however, the evaluator does have sufficient technical background to conduct an evaluation when presented complete information.
- 4.9.3 Preprinted Marketing Materials: It is highly desirable that the bidder submit technical brochures and preprinted marketing materials with the bid. However, the bidder is advised that such brochures normally do not address the needs of the evaluators with respect to the technical evaluation process and the specific responses, which have been requested of the bidder. The bidder is strongly discouraged from relying on such materials in presenting products and services for consideration by the state.
- 4.9.4 The bidder should describe their ability to provide and erect all required tents prior to the Fair opening.

#### **4.10 Contractor Experience, Reliability & Staffing:**

- 4.10.1 Bidder's References: The bidder should provide a list of at least three (3) current customers who have acquired and installed the proposed item/service from the bidder on Exhibit A as attached to this document. The list should include the following:

Company name  
Contact name  
Contact's title  
City and state  
Telephone number and area code  
Description of items/services

- 4.10.2 The bidder should describe the qualifications and experience of their supervisor(s) and employees assigned to erect, maintain and oversee, as described herein, the tents during the Fair.
- 4.10.3 On the Pricing Page, the bidder should identify the number of supervisors/employees the bidder assigns to the Fair. The assigned numbers of personnel will also be considered in this part of the evaluation.
- 4.10.4 In addition to the above, the offeror should provide the following information:
- a. A description of the proposed services that will be performed and/or the proposed products that will be provided by Missourians and/or Missouri products.
  - b. A description of the economic impact returned to the State of Missouri through tax revenue obligations.

- c. A description of the company's economic presence within the State of Missouri (e.g., type of facilities: sales offices; sales outlets; divisions; manufacturing; warehouse; other), including Missouri employee statistics.

**PRICING PAGE**

<b><u>LINE ITEM</u></b>	<b><u>MANDATORY SPECIFICATIONS</u></b> The bidder shall conform to the following specifications contained herein:	<b><u>ESTIMATED QUANTITY</u></b>	<b><u>UNIT</u></b>	<b><u>UNIT PRICE</u></b>
001	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Sidewalls 8' X 90'</i>	1	TOTL	\$_____
002	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Sidewalls 8' X 400'</i>	1	TOTL	\$_____
003	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Sidewalls 8' X 800'</i>	1	TOTL	\$_____
004	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Sidewalls 8' X 1600'</i>	1	TOTL	\$_____
005	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 10' X 10'</i> *Need three (3) tents: bidder shall state total rental price for the 3 tents	3	TOTL*	\$_____
006	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Sidewalls 10' X 160'</i>	1	TOTL	\$_____
007	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 12' X 14'</i>	1	TOTL	\$_____
008	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent Without Sidewalls 12' X 14'</i>	1	TOTL	\$_____

009	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 14' X 14'</i>	1	TOTL	\$_____
010	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 12' X 12'</i>	1	TOTL	\$_____
011	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 20' X 30'</i> *Need three (3) tents: bidder shall state total rental price for the 3 tents	3	TOTL*	\$_____
012	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 20' X 20'</i>	1	TOTL	\$_____
013	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent Without Sidewalls 20' X 20'</i>	1	TOTL	\$_____
014	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 20' X 40'</i>	1	TOTL	\$_____
015	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent Without Sidewalls 20' X 40'</i>	1	TOTL	\$_____
016	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 40' X 60'</i>	1	TOTL	\$_____
017	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent Without Sidewalls 40' X 60'</i>	1	TOTL	\$_____

018	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 100' X 180'</i>	1	TOTL	\$_____
019	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 40' X 80'</i>	1	TOTL	\$_____
020	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent Without Sidewalls 40' X 80'</i>	1	TOTL	\$_____
021	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 60' X 150'</i>	1	TOTL	\$_____
022	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent Without Sidewalls 60' X 150'</i>	1	TOTL	\$_____
023	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 60' X 240'</i>	1	TOTL	\$_____
024	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 60' X 120'</i>	1	TOTL	\$_____
025	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 40' X 100'</i>	1	TOTL	\$_____
026	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 40' X 120'</i>	1	TOTL	\$_____

027	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns,</i> Bidder Must Indicate Additional Charge To Have Tent With Sidewalls 60' X 150' For Use During The 2 Week Pre-Fair Horse Show	1	DAY	\$_____
028	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns,</i> Bidder Must Indicate Additional Charge To Have Tent With Sidewalls 60' X 150' For Use During The 2 Week Post-Fair Horse Show	1	DAY	\$_____
029	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns,</i> Bidder Must Indicate Additional Charge To Have Tent With Sidewalls 60' X 240' For Use During The 2 Week Pre-Fair Horse Show	1	DAY	\$_____
030	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns,</i> Bidder Must Indicate Additional Charge To Have Tent With Sidewalls 60' X 240' For Use During The 2 Week Post-Fair Horse Show	1	DAY	\$_____
031	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns,</i> Sidewalls 8' X 90'	1	DAY	\$_____
032	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns,</i> Sidewalls 8' X 400'	1	DAY	\$_____
033	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns,</i> Sidewalls 8' X 800'	1	DAY	\$_____
034	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns,</i> Sidewalls 8' X 1600'	1	DAY	\$_____

035	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 10' X 10'</i>	1	DAY	\$_____
036	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent Without Sidewalls 10' X 10'</i>	1	DAY	\$_____
037	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Sidewalls 10' X 120'</i>	1	DAY	\$_____
038	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Sidewalls 10' X 280'</i>	1	DAY	\$_____
039	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 12' X 14'</i>	1	DAY	\$_____
040	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent Without Sidewalls 12' X 14'</i>	1	DAY	\$_____
041	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 14' X 14'</i>	1	DAY	\$_____
042	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 12' X 12'</i>	1	DAY	\$_____
043	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 20' X 30'</i>	1	DAY	\$_____



044	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent Without Sidewalls 14' X 14'</i>	1	DAY	\$_____
045	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 15' X 15'</i>	1	DAY	\$_____
046	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent Without Sidewalls 15' X 15'</i>	1	DAY	\$_____
047	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 20' X 20'</i>	1	DAY	\$_____
048	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent Without Sidewalls 20' X 20'</i>	1	DAY	\$_____
049	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 20' X 40'</i>	1	DAY	\$_____
050	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent Without Sidewalls 20' X 40'</i>	1	DAY	\$_____
051	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 40' X 40'</i>	1	DAY	\$_____
052	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent Without Sidewalls 40' X 40'</i>	1	DAY	\$_____

053	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 40' X 60'</i>	1	DAY	\$_____
054	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent Without Sidewalls 40' X 60'</i>	1	DAY	\$_____
055	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 100' X 180'</i>	1	DAY	\$_____
056	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 40' X 80'</i>	1	DAY	\$_____
057	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent Without Sidewalls 40' X 80'</i>	1	DAY	\$_____
058	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 60' X 90'</i>	1	DAY	\$_____
059	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent Without Sidewalls 60' X 90'</i>	1	DAY	\$_____
060	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 60' X 150'</i>	1	DAY	\$_____
061	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent Without Sidewalls 60' X 150'</i>	1	DAY	\$_____

062	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 60' X 240'</i>	1	DAY	\$_____
063	C/S Code: 45015 <i>Tent With Sidewalls 80' X 120'</i>	1	DAY	\$_____
064	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 10' X 10'</i>	1	DAY	\$_____
065	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 12' X 12'</i>	1	DAY	\$_____
066	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 14' X 14'</i>	1	DAY	\$_____
067	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 15' X 15'</i>	1	DAY	\$_____
068	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 20' X 20'</i>	1	DAY	\$_____
069	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 40' X 40'</i>	1	DAY	\$_____
070	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns, Tent With Sidewalls 60' X 60'</i>	1	DAY	\$_____
071	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns,</i>	1	DAY	\$_____

	Tent With Sidewalls 80' X 80'			
072	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns,</i> Tent Without Sidewalls 10' X 10'	1	DAY	\$_____
073	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns,</i> Tent Without Sidewalls 12' X 12'	1	DAY	\$_____
074	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns,</i> Tent Without Sidewalls 14' X 14'	1	DAY	\$_____
075	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns,</i> Tent Without Sidewalls 15' X 15'	1	DAY	\$_____
076	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns,</i> Tent Without Sidewalls 20' X 20'	1	DAY	\$_____
077	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns,</i> Tent Without Sidewalls 40' X 40'	1	DAY	\$_____
078	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns,</i> Tent Without Sidewalls 60' X 60'	1	DAY	\$_____
079	C/S Code: 45015 <i>Camping and Outdoor Equipment: Camp Stoves, Cots, Lanterns,</i> Tent Without Sidewalls 80' X 80'	1	DAY	\$_____

**Supervisor(s)/Employees:**

The bidder should state the number of supervisors and employees that will be on the Fair site at all times:

Supervisor(s): \_\_\_\_\_ Employees: \_\_\_\_\_

**Employee Bidding/Conflict of Interest:**

Bidders who are employees of the State of Missouri, a member of the General Assembly or a statewide elected official must comply with Sections 105.450 to 105.458 RSMo regarding conflict of interest. If the bidder or any owner of the bidder's organization is currently an employee of the State of Missouri, a member of the General Assembly or a statewide elected official, please provide the following information.

Name and title of state employee, General  
Assembly member or statewide elected official: \_\_\_\_\_

Name of state agency where employed: \_\_\_\_\_

Percentage of ownership interest in bidder's  
organization held by state employee, General  
Assembly member or statewide elected official: \_\_\_\_\_%

**Renewal Options:**

The Division of Purchasing and Materials Management shall have the sole option to renew the contract for two (2) one-year options, or a portion thereof, for a maximum total of four (4) additional years. The bidder must respond to the following line items regarding renewal pricing. The bidder can indicate a renewal price increase by percentage, applicable to all line items, or a price decrease, also indicated by percentage and applicable to all line items. The bidder must not bid BOTH a price percentage increase and decrease for the same renewal period but must clearly indicate if the percentage is an INCREASE or a DECREASE. Bidders submitting an electronic bid MUST submit a comment or attachment to distinguish between an increase or decrease. In the event no comment or attachment is submitted, the state of Missouri shall interpret the percentage as an INCREASE.

Regarding price increase percentages for renewals: The bidder must indicate the maximum allowable percentage of price increase (or the minimum allowable percentage of price decrease) applicable to the renewal option year. If a percentage is not quoted (i.e. left blank, page not returned, etc.), the state shall have the right to execute the option at the same price(s) quoted for the original contract period. Statements such as "a percentage of the then current price" or "consumer price index" are NOT ACCEPTABLE.

All increases shall be calculated against the **ORIGINAL** contract price, NOT against the previous year's price. A CUMULATIVE CALCULATION SHALL NOT BE UTILIZED.

The percentage indicated shall be used in the cost evaluation to determine the potential maximum financial liability to the State of Missouri.

Note: In the event the Division of Purchasing and Materials Management awards by line items, then the item numbers assigned to renewal options will not be referenced in the award text. However, the State of Missouri reserves the right to exercise applicable renewal options according to established clauses in the contract.

080 C/S Code: 45015 1 PCNT \_\_\_\_\_%  
*Camping and Outdoor Equipment: Camp Stoves,  
Cots, Lanterns,*  
**For First Renewal Period**  
**Renewal Option Percentage Price Adjustment**  
**Bidder Must Identify below by checking appropriately as an INCREASE OR DECREASE**  
**Maximum Increase:\_\_\_\_\_ OR Minimum Decrease:\_\_\_\_\_**

081 C/S Code: 45015 1 PCNT \_\_\_\_\_%  
*Camping and Outdoor Equipment: Camp Stoves,  
Cots, Lanterns,*  
**For Second Renewal Period**  
**Renewal Option Percentage Price Adjustment**  
**Bidder Must Identify below by checking appropriately as an INCREASE OR DECREASE**  
**Maximum Increase:\_\_\_\_\_ OR Minimum Decrease:\_\_\_\_\_**

082 C/S Code: 45015 1 PCNT \_\_\_\_\_%  
*Camping and Outdoor Equipment: Camp Stoves,  
Cots, Lanterns,*  
**For Third Renewal Period**  
**Renewal Option Percentage Price Adjustment**  
**Bidder Must Identify below by checking appropriately as an INCREASE OR DECREASE**  
**Maximum Increase:\_\_\_\_\_ OR Minimum Decrease:\_\_\_\_\_**

083 C/S Code: 45015 1 PCNT \_\_\_\_\_%  
*Camping and Outdoor Equipment: Camp Stoves,  
Cots, Lanterns,*  
**For Fourth Renewal Period**  
**Renewal Option Percentage Price Adjustment**  
**Bidder Must Identify below by checking appropriately as an INCREASE OR DECREASE**  
**Maximum Increase:\_\_\_\_\_ OR Minimum Decrease:\_\_\_\_\_**

**EXHIBIT A**  
**BIDDER'S REFERENCES**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact's Title: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone Number and Area Code: \_\_\_\_\_

Description of Equipment/Services Furnished: \_\_\_\_\_

Availability status of Reference: \_\_\_\_\_

\_\_\_\_\_

=====

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact's Title: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone Number and Area Code: \_\_\_\_\_

Description of Equipment/Services Furnished: \_\_\_\_\_

Availability of Reference: \_\_\_\_\_

\_\_\_\_\_

=====

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact's Title: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone Number and Area Code: \_\_\_\_\_

Description of Equipment Furnished: \_\_\_\_\_

Availability of Reference: \_\_\_\_\_

\_\_\_\_\_

**STATE OF MISSOURI -- OFFICE OF ADMINISTRATION  
DOMESTIC PRODUCTS PROCUREMENT ACT (BUY AMERICAN)**

**EXHIBIT B**

The Missouri Domestic Products Procurement Act (34.350-34.359 RSMo) requires that for all bids with a value of \$25,000 or more, the goods or commodities purchased by any public agency or used or supplied in the construction, alteration, repair, or maintenance of any public works must be **manufactured or produced** in the United States. As defined in 34.350 RSMo, United States means the United States of America, the District of Columbia, and all territories and possessions subject to the jurisdiction of the United States. The law also requires that the bidder must provide proof of compliance. **Note: In general, if an import tariff is applied to an item, it does not qualify for the Buy American preference. In addition, Most Favored Nation status does not allow application of the preference.**

**Section A – All Products Are Manufactured or Produced In U.S.**

If all products bid qualify as domestic products under Missouri law, complete only Section A.

I hereby certify that all products qualify as domestic, that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor.

SIGNATURE (If submitting bid electronically, typed signature required).

COMPANY NAME

**If Section A is completed, do not complete Section B.**

**Section B – Only One Product Line or No Products Are Manufactured or Produced In U.S.**

If only one product line or no products are manufactured or produced in the U.S. complete only section B.

I hereby certify that there is only one product line or no product manufactured or produced in the U.S., that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor.

SIGNATURE (If submitting bid electronically, typed signature required).

COMPANY NAME

**Section C – Products May Qualify Because of Qualifying Treaty**

If some or all products bid qualify for domestic status because of a trade treaty, etc., then the bidder must identify each product, country and qualifying treaty, etc. below. The bidder must list ALL products which are or may qualify as domestic below. If more space is needed, please copy this form and submit as an attachment.

BID ITEM NUMBER(S)	COUNTRY WHERE MANUFACTURED OR PRODUCED	QUALIFYING TREATY, LAW, AGREEMENT, OR REGULATION

**SECTION C**

I hereby certify that the specific items listed above are domestic, that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor.

SIGNATURE (If submitting bid electronically, typed signature required)

COMPANY NAME

**NOTE: Any product not listed above in Section C will be considered non-domestic if Section A is not signed. If this form is not completed, signed, and returned, items bid may not receive the domestic preference.**



**STATE OF MISSOURI**  
**DIVISION OF PURCHASING AND MATERIALS MANAGEMENT**  
**TERMS AND CONDITIONS -- INVITATION FOR BID**

## 1. TERMINOLOGY/DEFINITIONS

Whenever the following words and expressions appear in an Invitation for Bid (IFB) document or any amendment thereto, the definition or meaning described below shall apply.

- a. **Agency and/or State Agency** means the statutory unit of state government in the State of Missouri for which the equipment, supplies, and/or services are being purchased by the **Division of Purchasing and Materials Management (DPMM)**. The agency is also responsible for payment.
- b. **Amendment** means a written, official modification to an IFB or to a contract.
- c. **Attachment** applies to all forms which are included with an IFB to incorporate any informational data or requirements related to the performance requirements and/or specifications.
- d. **Bid Opening Date and Time** and similar expressions mean the exact deadline required by the IFB for the receipt of sealed bids.
- e. **Bidder** means the person or organization that responds to an IFB by submitting a bid with prices to provide the equipment, supplies, and/or services as required in the IFB document.
- f. **Buyer** means the procurement staff member of the DPMM. The **Contact Person** as referenced herein is usually the Buyer.
- g. **Contract** means a legal and binding agreement between two or more competent parties, for a consideration for the procurement of equipment, supplies, and/or services.
- h. **Contractor** means a person or organization who is a successful bidder as a result of an IFB and who enters into a contract.
- i. **Exhibit** applies to forms which are included with an IFB for the bidder to complete and submit with the sealed bid prior to the specified opening date and time.
- j. **Invitation for Bid (IFB)** means the solicitation document issued by the DPMM to potential bidders for the purchase of equipment, supplies, and/or services as described in the document. The definition includes these Terms and Conditions as well as all Pricing Pages, Exhibits, Attachments, and Amendments thereto.
- k. **May** means that a certain feature, component, or action is permissible, but not required.
- l. **Must** means that a certain feature, component, or action is a mandatory condition. Failure to provide or comply will result in a bid being considered non-responsive.
- m. **Pricing Page(s)** applies to the form(s) on which the bidder must state the price(s) applicable for the equipment, supplies, and/or services required in the IFB. The pricing pages must be completed and submitted by the bidder with the sealed bid prior to the specified bid opening date and time.
- n. **RSMo (Revised Statutes of Missouri)** refers to the body of laws enacted by the Legislature which govern the operations of all agencies of the State of Missouri. Chapter 34 of the statutes is the primary chapter governing the operations of DPMM.
- o. **Shall** has the same meaning as the word **must**.
- p. **Should** means that a certain feature, component and/or action is desirable but not mandatory.

## 2. APPLICABLE LAWS AND REGULATIONS

- a. The contract shall be construed according to the laws of the State of Missouri. The contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
- b. To the extent that a provision of the contract is contrary to the Constitution or laws of the State of Missouri or of the United States, the provisions shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties unless terminated by consent of both the contractor and the DPMM.
- c. The contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri and other regulatory agencies, as may be required by law or regulations.
- d. The contractor must timely file and pay all Missouri sales, withholding, corporate and any other required Missouri tax returns and taxes, including interest and additions to tax.
- e. The exclusive venue for any legal proceeding relating to or arising out of the IFB or resulting contract shall be in the Circuit Court of Cole County, Missouri.

## 3. OPEN COMPETITION/INVITATION FOR BID DOCUMENT

- a. It shall be the bidder's responsibility to ask questions, request changes or clarification, or otherwise advise the DPMM if any language, specifications or requirements of an IFB appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the IFB to a single source. Any and all communication from bidders regarding specifications, requirements, competitive bid process, etc., must be directed to the buyer from the DPMM, unless the IFB specifically refers the bidder to another contact. Such communication should be received at least ten calendar days prior to the official bid opening date.
- b. Every attempt shall be made to ensure that the bidder receives an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all bidders will be advised, via the issuance of an amendment to the IFB, of any relevant or pertinent information related to the procurement. Therefore, bidders are advised that unless specified elsewhere in the IFB, any questions received less than ten calendar days prior to the IFB opening date may not be answered.
- c. Bidders are cautioned that the only official position of the State of Missouri is that which is issued by the DPMM in the IFB or an amendment thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
- d. The DPMM monitors all procurement activities to detect any possibility of deliberate restraint of competition, collusion among bidders, price-fixing by bidders, or any other anticompetitive conduct by bidders which appears to violate state and federal antitrust laws. Any suspected violation shall be referred to the Missouri Attorney General's Office for appropriate action.
- e. The IFB is available for viewing and downloading on the state's On-Line Bidding website. Registered vendors are electronically notified or mailed the IFB based on the information maintained in the State of Missouri's vendor database. If any portion of the address is incorrect, the bidder must notify the buyer in writing or update the address themselves on the state's On-Line Bidding website.
- f. The DPMM reserves the right to officially amend or cancel an IFB after issuance.

## 4. PREPARATION OF BIDS

- a. Bidders **must** examine the entire IFB carefully. Failure to do so shall be at bidder's risk.
- b. Unless otherwise specifically stated in the IFB, all specifications and requirements constitute minimum requirements. All bids must meet or exceed the stated specifications and requirements.
- c. Unless otherwise specifically stated in the IFB, any manufacturer names, trade names, brand names, information and/or catalog numbers listed in a specification and/or requirement are for informational purposes only and are not intended to limit competition. The bidder may offer any brand which meets or exceeds the specification for any item, but must state the manufacturer's name and model number for any such brands in the bid. In addition, the bidder shall explain, in detail,

- (1) the reasons why the proposed equivalent meets or exceeds the specifications and/or requirements and (2) why the proposed equivalent should not be considered an exception thereto. Bids which do not comply with the requirements and specifications are subject to rejection without clarification.
- d. Bids lacking any indication of intent to bid an alternate brand or to take an exception shall be received and considered in complete compliance with the specifications and requirements as listed in the IFB.
  - e. In the event that the bidder is an agency of state government or other such political subdivision which is prohibited by law or court decision from complying with certain provisions of an IFB, such a bidder may submit a bid which contains a list of statutory limitations and identification of those prohibitive clauses which will be modified via a clarification conference between the DPMM and the bidder, if such bidder is selected for contract award. The clarification conference will be conducted in order to agree to language that reflects the intent and compliance of such law and/or court order and the IFB. Any such bidder needs to include in the bid, a complete list of statutory references and citations for each provision of the IFB which is affected by this paragraph.
  - f. All equipment and supplies offered in a bid must be new, of current production, and available for marketing by the manufacturer unless the IFB clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered.
  - g. Prices shall include all packing, handling and shipping charges FOB destination, freight prepaid and allowed unless otherwise specified in the IFB.
  - h. Prices bid shall remain valid for 90 days from bid opening unless otherwise indicated. If the bid is accepted, prices shall be firm for the specified contract period.
  - i. Any foreign bidder not having an Employer Identification Number assigned by the United States Internal Revenue Service (IRS) must submit a completed IRS Form W-8 prior to or with the submission of their bid in order to be considered for award.

## 5. SUBMISSION OF BIDS

- a. Bids may be submitted electronically as permitted by the IFB through the State of Missouri's On-Line Bidding website or hard copy delivered to the DPMM office. Delivered bids must be sealed in an envelope or container, and received in the DPMM office located at 301 West High St, Rm 630 in Jefferson City, MO no later than the exact opening time and date specified in the IFB. All bids must (1) be submitted by a duly authorized representative of the bidder's organization, (2) contain all information required by the IFB, and (3) be priced as required. Hard copy bids may be mailed to the DPMM post office box address. However, it shall be the responsibility of the bidder to ensure their bid is in the DPMM office (address listed above) no later than the exact opening time and date specified in the IFB.
- b. The sealed envelope or container containing a bid should be clearly marked on the outside with (1) the official IFB number and (2) the official opening date and time. Different bids should not be placed in the same envelope, although copies of the same bid may be placed in the same envelope.
- c. A bid submitted electronically may be modified on-line prior to the official opening date and time. A bid which has been delivered to the DPMM office, may be modified by signed, written notice which has been received by the DPMM prior to the official opening date and time specified. A bid may also be modified in person by the bidder or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone or telegraphic requests to modify a bid shall not be honored.
- d. A bid submitted electronically may be canceled on-line prior to the official opening date and time. A bid which has been delivered to the DPMM office, may only be withdrawn by a signed, written notice or facsimile which has been received by the DPMM prior to the official opening date and time specified. A bid may also be withdrawn in person by the bidder or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone or telegraphic requests to withdraw a bid shall not be honored.
- e. When submitting a bid electronically, the bidder indicates acceptance of all IFB terms and conditions by clicking on the "Submit" button on the Electronic Bid Response Entry form. Bidders delivering a hard copy bid to DPMM must sign and return the IFB cover page or, if applicable, the cover page of the last amendment thereto in order to constitute acceptance by the bidder of all IFB terms and conditions. Failure to do so may result in rejection of the bid unless the bidder's full compliance with those documents is indicated elsewhere within the bidder's response.

## 6. BID OPENING

- a. Bid openings are public on the opening date and at the opening time specified on the IFB document. Prices shall be posted on the state's On-Line Bidding website after the official opening date and time. The DPMM will not provide prices or other bid information via the telephone.
- b. Bids which are not received in the DPMM office prior to the official opening date and time shall be considered late, regardless of the degree of lateness, and normally will not be opened. Late bids may only be opened under extraordinary circumstances in accordance with 1 CSR 40-1.050.

## 7. PREFERENCES

- a. In the evaluation of bids, preferences shall be applied in accordance with Chapter 34 RSMo. Contractors should apply the same preferences in selecting subcontractors.
- b. By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown within the State of Missouri and to all firms, corporations or individuals doing business as Missouri firms, corporations or individuals. Such preference shall be given when quality is equal or better and delivered price is the same or less.
- c. In accordance with Executive Order 98-21, contractors are encouraged to utilize certified minority and women-owned businesses in selecting subcontractors.

## 8. EVALUATION/AWARD

- a. Any clerical error, apparent on its face, may be corrected by the buyer before contract award. Upon discovering an apparent clerical error, the buyer shall contact the bidder and request clarification of the intended bid. The correction shall be incorporated in the notice of award. Examples of apparent clerical errors are: 1) misplacement of a decimal point; and 2) obvious mistake in designation of unit.
- b. Any pricing information submitted by a bidder shall be subject to evaluation if deemed by the DPMM to be in the best interest of the State of Missouri.
- c. The bidder is encouraged to propose price discounts for prompt payment or propose other price discounts that would benefit the State of Missouri. However, unless otherwise specified in the IFB, pricing shall be evaluated at the maximum potential financial liability to the State of Missouri.
- d. Awards shall be made to the bidder whose bid (1) complies with all mandatory specifications and requirements of the IFB and (2) is the lowest and best bid, considering price, responsibility of the bidder, and all other evaluation criteria specified in the IFB and (3) complies with Sections 34.010 and 34.070 RSMo and Executive Order 04-09.
- e. In the event all bidders fail to meet the same mandatory requirement in an IFB, DPMM reserves the right, at its sole discretion, to waive that requirement for all bidders and to proceed with the evaluation. In addition, the DPMM reserves the right to waive any minor irregularity or technicality found in any individual bid.
- f. The DPMM reserves the right to reject any and all bids. When all bids are non-responsive or otherwise unacceptable and circumstances do not permit a rebid, DPMM may negotiate for the required supplies.
- g. When evaluating a bid, the State of Missouri reserves the right to consider relevant information and fact, whether gained from a bid, from a bidder, from bidder's references, or from any other source.
- h. Any information submitted with the bid, regardless of the format or placement of such information, may be considered in making decisions related to the responsiveness and merit of a bid and the award of a contract.

- i. Any award of a contract shall be made by notification from the DPMM to the successful bidder. The DPMM reserves the right to make awards by item, group of items, or an all or none basis. The grouping of items awarded shall be determined by DPMM based upon factors such as item similarity, location, administrative efficiency, or other considerations in the best interest of the State of Missouri.
- j. All bids and associated documentation which were submitted on or before the official opening date and time will be considered open records pursuant to Section 610.021 RSMo following the official opening of bids.
- k. The DPMM posts all bid results on the On-line Bidding website for a reasonable period after bid award and maintains images of all bid file material for review. Bidders who include an email address with their bid will be notified of the award results via email.
- l. The DPMM reserves the right to request clarification of any portion of the bidder's response in order to verify the intent of the bidder. The bidder is cautioned, however, that its response may be subject to acceptance or rejection without further clarification.
- m. Any bid award protest must be received within ten (10) calendar days after the date of award in accordance with the requirements of 1 CSR 40-1.050 (10).
- n. The final determination of contract award(s) shall be made by DPMM.

## **9. CONTRACT/PURCHASE ORDER**

- a. By submitting a bid, the bidder agrees to furnish any and all equipment, supplies and/or services specified in the IFB, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b. A binding contract shall consist of: (1) the IFB and any amendments thereto, (2) the contractor's response (bid) to the IFB, (3) clarification of the bid, if any, and (4) DPMM's acceptance of the response (bid) by "notice of award" or by "purchase order."
- c. A notice of award does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services, the contractor must receive a properly authorized purchase order.
- d. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein. Any change, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the contractor and the DPMM or by a modified purchase order prior to the effective date of such modification. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification.

## **10. INVOICING AND PAYMENT**

- a. The State of Missouri does not pay state or federal taxes unless otherwise required under law or regulation.
- b. The statewide financial management system has been designed to capture certain receipt and payment information. Therefore, each invoice submitted must reference the purchase order number and must be itemized in accordance with items listed on the purchase order. Failure to comply with this requirement may delay processing of invoices for payment.
- c. The contractor shall not transfer any interest in the contract, whether by assignment or otherwise, without the prior written consent of the DPMM.
- d. Payment for all equipment, supplies, and/or services required herein shall be made in arrears unless otherwise indicated in the IFB.
- e. The State of Missouri assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any unauthorized quantity is subject to the state's rejection and shall be returned at the contractor's expense.
- f. All invoices for equipment, supplies, and/or services purchased by the State of Missouri shall be subject to late payment charges as provided in Section 34.055 RSMo.

## **11. DELIVERY**

Time is of the essence. Deliveries of equipment, supplies, and/or services must be made no later than the time stated in the contract or within a reasonable period of time, if a specific time is not stated.

## **12. INSPECTION AND ACCEPTANCE**

- a. No equipment, supplies, and/or services received by an agency of the state pursuant to a contract shall be deemed accepted until the agency has had reasonable opportunity to inspect said equipment, supplies, and/or services.
- b. All equipment, supplies, and/or services which do not comply with the specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.
- c. The State of Missouri reserves the right to return any such rejected shipment at the contractor's expense for full credit or replacement and to specify a reasonable date by which replacements must be received.
- d. The State of Missouri's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or contractual remedies the state may have.

## **13. WARRANTY**

- a. The contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by the DPMM, (2) be fit and sufficient for the purpose expressed in the IFB, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.
- b. Such warranty shall survive delivery and shall not be deemed waived either by reason of the state's acceptance of or payment for said equipment, supplies, and/or services.

## **14. CONFLICT OF INTEREST**

- a. Officials and employees of the state agency, its governing body, or any other public officials of the State of Missouri must comply with Sections 105.452 and 105.454 RSMo regarding conflict of interest.
- b. The contractor hereby covenants that at the time of the submission of the bid the contractor has no other contractual relationships which would create any actual or perceived conflict of interest. The contractor further agrees that during the term of the contract neither the contractor nor any of its employees shall acquire any other contractual relationships which create such a conflict.

## **15. REMEDIES AND RIGHTS**

- a. No provision in the contract shall be construed, expressly or implied, as a waiver by the State of Missouri of any existing or future right and/or remedy available by law in the event of any claim by the State of Missouri of the contractor's default or breach of contract.
- b. The contractor agrees and understands that the contract shall constitute an assignment by the contractor to the State of Missouri of all rights, title and interest in and to all causes of action that the contractor may have under the antitrust laws of the United States or the State of Missouri for which causes of action have accrued or will accrue as the result of or in relation to the particular equipment, supplies, and/or services purchased or procured by the contractor in the fulfillment of the contract with the State of Missouri.

## **16. CANCELLATION OF CONTRACT**

- a. In the event of material breach of the contractual obligations by the contractor, the DPMM may cancel the contract. At its sole discretion, the DPMM may give the contractor an opportunity to cure the breach or to explain how the breach will be cured. The actual cure must be completed within no more than 10 working days from notification, or at a minimum the contractor must provide DPMM within 10 working days from notification a written plan detailing how the contractor intends to cure the breach.
- b. If the contractor fails to cure the breach or if circumstances demand immediate action, the DPMM will issue a notice of cancellation terminating the contract immediately.
- c. If the DPMM cancels the contract for breach, the DPMM reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contract from other sources and upon such terms and in such manner as the DPMM deems appropriate and charge the contractor for any additional costs incurred thereby.
- d. The contractor understands and agrees that funds required to fund the contract must be appropriated by the General Assembly of the State of Missouri for each fiscal year included within the contract period. The contract shall not be binding upon the state for any period in which funds have not been appropriated, and the state shall not be liable for any costs associated with termination caused by lack of appropriations.

## **17. COMMUNICATIONS AND NOTICES**

Any notice to the contractor shall be deemed sufficient when deposited in the United States mail postage prepaid, transmitted by facsimile, transmitted by e-mail or hand-carried and presented to an authorized employee of the contractor.

## **18. BANKRUPTCY OR INSOLVENCY**

- a. Upon filing for any bankruptcy or insolvency proceeding by or against the contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the contractor must notify the DPMM immediately.
- b. Upon learning of any such actions, the DPMM reserves the right, at its sole discretion, to either cancel the contract or affirm the contract and hold the contractor responsible for damages.

## **19. INVENTIONS, PATENTS AND COPYRIGHTS**

The contractor shall defend, protect, and hold harmless the State of Missouri, its officers, agents, and employees against all suits of law or in equity resulting from patent and copyright infringement concerning the contractor's performance or products produced under the terms of the contract.

## **20. NON-DISCRIMINATION AND AFFIRMATIVE ACTION**

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against recipients of services or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. If the contractor or subcontractor employs at least 50 persons, they shall have and maintain an affirmative action program which shall include:

- a. A written policy statement committing the organization to affirmative action and assigning management responsibilities and procedures for evaluation and dissemination;
- b. The identification of a person designated to handle affirmative action;
- c. The establishment of non-discriminatory selection standards, objective measures to analyze recruitment, an upward mobility system, a wage and salary structure, and standards applicable to layoff, recall, discharge, demotion, and discipline;
- d. The exclusion of discrimination from all collective bargaining agreements; and
- e. Performance of an internal audit of the reporting system to monitor execution and to provide for future planning.

If discrimination by a contractor is found to exist, the DPMM shall take appropriate enforcement action which may include, but not necessarily be limited to, cancellation of the contract, suspension, or debarment by the DPMM until corrective action by the contractor is made and ensured, and referral to the Attorney General's Office, whichever enforcement action may be deemed most appropriate.

## **21. AMERICANS WITH DISABILITIES ACT**

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

## **22. FILING AND PAYMENT OF TAXES**

The commissioner of administration and other agencies to which the state purchasing law applies shall not contract for goods or services with a vendor if the vendor or an affiliate of the vendor makes sales at retail of tangible personal property or for the purpose of storage, use, or consumption in this state but fails to collect and properly pay the tax as provided in chapter 144, RSMo. For the purposes of this section, "affiliate of the vendor" shall mean any person or entity that is controlled by or is under common control with the vendor, whether through stock ownership or otherwise. Therefore bidder's failure to maintain compliance with chapter 144, RSMo may eliminate their bid from consideration for award.

## **23. TITLES**

Titles of paragraphs used herein are for the purpose of facilitating reference only and shall not be construed to infer a contractual construction of language.